

MECHANICAL WORKSHOP RULES



General Provisions.

This paper provides the standards for using the **Mechanical Workshop** facilities.

Every student who uses the Workshop will present their student passport issued by the Mechatronics Engineering Coordination Office authorizing the use and handling of the equipment and tools.

Students must keep work areas organized and clear from objects that might obstruct their activities, free circulation, or that might provoke accidents.

Discipline and Operation

1.- All students working in the mechanical workshop must wear: laboratory coat, closed-toe shoes, comfortable clothes, and proper protective equipment; women must tie back and secure long hair.

2.- Students are accountable for cleaning the work area and the tools they use and which they will receive in good conditions, if otherwise received, they must report this situation immediately to the person in charge during the shift.

3.- Students will verbally report any anomaly they find in the tools, equipment, and machines employed. Otherwise, they will be held responsible and will have to pay for the damage.

5.- Only students with valid University IDs, workshop passports, or coupons will be able to borrow tools. No other ID will be accepted.

6.- It is strictly forbidden to take tools or equipment away from the workshop.

7.- If any student damages the equipment or tools, their University IDs, or workshop passports will be withheld and will have to replace the damaged equipment or tools within a maximum term of 15 days.

8.- The person in charge of the laboratory will not allow students who do not meet these rules to take part in the laboratory activities and will report them to the Coordination Office.

9.- No project, tool, or computer will be stored in the warehouse.

10.- It is strictly forbidden to eat, play, or receive visits in the workshop while students are conducting any activity or test.

About penalties

Any student or group of students who, due to negligence or intentional misuse of material, equipment, or facilities provokes damage or malfunction thereof, will pay for their repair or replacement.

